

RISK ASSESSMENT WORKSHEET

ASSESSABLE UNIT: _____

PURPOSE of the worksheet is to assist managers in determining the level of risk involved in their assessable unit.

Reviewers should complete the worksheet for each assessable unit and appropriate sub-units.

- Criteria Column: The categories reviewed for each assessable unit to determine vulnerability.
- Score Column: (describes the actual condition of the criteria)

SCORE	DESCRIPTION
1	Always Agree
2	Usually Agree
3	Sometimes Agree
4	Rarely Agree
5	Disagree

- Comment Column: Provide statements to clarify the response indicated in the status column.
- Score Column: Tally the scores at the end of each section.
- Complete Section D. Obtain appropriate signatures and date.
- Complete the Risk Assessment Worksheet Summary.

DATE OF ASSESSMENT: _____

NAME OF REVIEWER: _____

CRITERIA	SCORE	COMMENTS	
	(1) (2)		
	(3) (4)		
	(5)		
RISK ASSESSMENT INSTRUCTIONS: Read each question and check the number in the SCORE column that best describes your assessment			
LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree			
SECTION A - CONTROL ENVIRONMENT			
There are written policies and procedures for the establishment and maintenance of a system of internal controls. These policies are complete, accurate, current and clearly documented.			
There are clearly defined and established organizational units to perform the necessary functions and reporting relationships. Organizational charts are current and distributed to all employees.			
Employees have appropriate knowledge and training about the mission, program, tasks, and vulnerabilities that enables them to achieve program/activity goals. Cross-training is provided and policies and procedures are in place to facilitate reassignment of staff with minimal loss of efficiency or work product quality.			
Management decisions, program direction and management action plans are in place. Organizational components regularly and effectively communicate requirements, issues and concerns and resolve problems in a timely manner.			
Appropriate delegations or limitations of authority are current, written, well defined, and communicated in a manner that provides assurance that responsibilities are effectively discharged.			

CRITERIA	SCORE	COMMENTS	
	(1) (2)		
	(3) (4)		
	(5)		
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LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree			
SECTION A- CONTROL ENVIRONMENT			
Authorities are promptly revoked when no longer required.			
Policies and procedures as to how the agency component is intended to perform in all situations are clearly defined, documented, and disseminated to all employees in a timely manner.			
Program/activity goals are specific, documented, and communicated and their accomplishments are continually monitored.			
An appropriate level of financial and management controls have been established and are maintained.			
Management is aware of the strengths and exposures inherent in automated information systems and ensures the existence of appropriate controls.			
Resource levels (budget and staff) are adequate to support achievement of program/activity goals.			
Internal control activities are sufficient to control recognized risks.			
SECTION TOTAL			

CRITERIA	SCORE	COMMENTS	
	(1) (2)		
	(3) (4)		
	(5)		
RISK ASSESSMENT INSTRUCTIONS: Read each question and check the number in the SCORE column that best describes your assessment.			
LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree			
SECTION B - RISK			
Program/activity mission, goals, and objectives are clear and documented. Applicable legislative mandates and regulations are clearly communicated by management to employees.			
Controlled properties are safeguarded and access is limited to authorized personnel.			
There is no impact on outside persons or organizations, in terms of economic status or health and safety, which might make the Agency susceptible to external pressures and cause internal controls to be circumvented.			
The program/activity is stable, and is expected to remain so for the near term. Changes are not likely to cause major revisions to policies or procedures, loss of experience managers, lowering of personnel interest and motivation, or weakening of controls.			
The degree of management oversight and control is consistent with the needs of the program/ activity.			
The program/activity is not subject to special interest in the form of Congressional or other high-level inquiries, media attention, or litigation.			

CRITERIA	SCORE	COMMENTS	
	(1) (2)		
	(3) (4)		
	(5)		
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LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree			
SECTION B - RISK			
The program/activity has been the subject of periodic audits, reviews, and inspections that have not disclosed significant or repeated findings.			
SECTION TOTAL			

CRITERIA	SCORE	COMMENTS
	(1) (2)	
	(3) (4)	
	(5)	
RISK ASSESSMENT INSTRUCTIONS: Read each question and check the number in the SCORE column that best describes your assessment.		
LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree		
SECTION C - EVALUATION OF SAFEGUARDS		
Established internal control systems are cost-effective and provide reasonable assurance that risk has been reduced to the extent practicable.		
Managers and employees demonstrate a positive attitude and supportive behavior toward internal controls. Internal control reviews are completed in a timely manner.		
Managers and employees maintain and demonstrate personal and professional integrity. For example, mandatory ethics training is completed as required.		
Specific internal control objectives are established and documented to address the particular risks associated with this program or activity. The objectives are documented in the internal control review process.		
Established internal control mechanisms are effective and efficient in meeting control objectives and are documented in program/activity internal control reviews.		
Internal control objectives and techniques, work flow, operational procedures, and other significant control activities are clearly documented in program/activity internal control reviews, and the documentation is readily available for examination. Documentation is the written description of what should be not what actually happened, and is a required part of internal control reviews.		

CRITERIA	SCORE	COMMENTS	
	(1) (2) (3) (4) (5)		
RISK ASSESSMENT INSTRUCTIONS: Read each question and check the number in the SCORE column that best describes your assessment			
LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree			
SECTION C - EVALUATION OF SAFEGUARDS			
Transactions (i.e., invoices, tracking/suspense items) and other significant activities are properly classified and recorded.			
The organizational structure ensures that key duties and responsibilities in authorizing, processing, recording and reviewing transactions are separated among individuals to prevent financial loss or conflict of interest. Transactions include items such as invoices, complaints or service requests.			
Work is assigned, reviewed, and approved by supervisors to ensure that internal control objectives are achieved. Program/activity managers review the results of internal control reviews.			
Access to resources and sensitive records is limited to authorized individuals, and accountability for the custody and use of resources is assigned and maintained. Access privileges are revoked when no longer required. The pre-exit clearance process for departing employees is strictly utilized. Periodic checks are made to ensure compliance.			
Managers in this program/activity promptly review findings and recommendations reported by auditors and reviewers, determine proper action to be taken in response to findings and recommendations, and ensure that corrective actions are completed within established time-frames. (Continued next page)			

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	(1) (2)		
	(3) (4)		
	(5)		
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LEGEND: 1-Always Agree; 2-Usually Agree; 3-Sometimes Agree; 4-Rarely Agree; 5-Disagree			
SECTION C - EVALUATION OF SAFEGUARDS			
Contract oversight is appropriate to ensure that work is performed according to the agreement, claims receive prompt action, and invoices are reviewed and paid within established time frames.			
Safeguards are established to protect personnel, their work environment and property. Periodic checks are made to ensure safety and compliance.			
SECTION TOTAL			

SECTION D. OVERALL VULNERABILITY

Check the risk ranking below that corresponds to the TOTAL SCORE computed.

HIGH RISK (TOTAL SCORE is 101 or greater)

MEDIUM RISK (TOTAL SCORE IS 51-100)

LOW RISK (TOTAL SCORE is 50 or less)

(NOTE: In assigning risk ranking, the evaluator should consider qualitative factors in addition to the total ranking score)

Director

Date:

Deputy Administrator,

Date:

ADMINISTRATOR'S COMMENTS:

FINAL PROGRAM/ACTIVITY RANKING: _____

James R. Little
Administrator
Farm Service Agency

Date:

RISK ASSESSMENT WORKSHEET SUMMARY

Office/Division: _____

Program/Activity: _____

Program Director: _____

Program Description:

Overall Risk Assessment: (High, Moderate, Low)

Significant issues (if any):

Status of corrective actions: